

## OGC Has Reviewed

27 May 1968

**MEMORANDUM FOR: Director of Central Intelligence**

**SUBJECT : Retirement Extensions**

1. This memorandum submits a recommendation for your approval; such recommendation is contained in paragraph 4.

2. Under present procedures, requests for extensions of employment beyond scheduled retirement dates are forwarded to the Director for approval. Normally, these requests are for substantial periods of time and the documentation submitted to the Director includes a precise statement of the duration of the extension and the new effective date. There are, however, certain cases which do not appear to warrant the documentation and compliance with procedures normally associated with the handling of extension requests. Yet because the cases require an adjustment of scheduled retirement dates, these must be prepared for submission to the Director even though relatively short periods of time are involved. Examples follow:

a. Under current retirement policy, employees covered by the Civil Service Retirement Act are required to retire at age 60 if they have 20 years of service or age 62 if they have at least five years of service. The exact date of retirement could fall in the middle of a week or pay period and for administrative reasons, it is more orderly to effect retirement at the end of the week or pay period.

b. Under retirement procedures odd days are dropped and are not used in computing an employee's retirement annuity. By permitting the employee to remain on duty for enough additional days to round out a full month, his annuity will be improved by an additional month's service. There have been actual instances where employees needed only a few extra days in order to obtain an additional month's creditable service.

c. In the pre-retirement counseling of a prospective retiree, he is informed that he will receive, after retirement, a lump-sum payment of his unused annual leave ceiling maximum. If our review of the employee's leave record discloses that he will have some excess annual leave which will not be included in the lump-sum terminal leave payment,

the employee is advised to make arrangements to use the excess leave if he does not wish to lose it. Occasionally, the employee is unable to take the necessary leave. When this results because of duty requirements, it seems appropriate to consider extending his retirement date to permit him to use the excess leave.

3. From a technical standpoint, each of the examples noted above and other similar situations require the submission of extension requests to the Director. Normally not more than 60 days is involved, and the cases could be resolved if an appropriate delegation of authority were made authorizing the Director of Personnel to approve retirement extensions up to 60 days.

4. It is recommended, therefore, that the Director of Personnel be authorized to approve requests for extensions of scheduled or mandatory retirement dates for periods not to exceed 60 days.

**Robert E. Wattles**  
**Director of Personnel**

Concur: SIGNED 27 May 1968  
**General Counsel** **Date**

\*These requests will be processed normally through the Retirement Board.

Concur: \* SIGNED 31 May 1968  
**Deputy Director for Support** **Date**

The recommendation contained in paragraph 4 is approved:

SIGNED 5 June 1968  
**Director of Central Intelligence** **Date**

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<b>Remarks:</b> Harry: Attached is your draft delegation of authority in connection with which you raised the question of the delegation of the Director's authority to extend participants in the CIA retirement system after age 60. We have found no expression of congressional intent in connection with this authority given to the Director by statute, but on the other hand we can find nothing which prohibits such delegation. We believe, therefore, there would be no objection to delegation to the Director of Personnel for the limited time and purpose which is proposed in your paper. Any such					
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General Counsel				5/17/68	
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extension would be based on the Director of Personnel's determination that the extension of service was in the public interest, and it would appear that extensions for short periods for the benefit of employees would be in the public interest. [REDACTED] contains a delegation to the Director of Personnel of all authorities necessary to the administration of the system except those which are specifically reserved to the Director in this regulation. Since [REDACTED] which has the authority to extend participants' service beyond the mandatory retirement age, provides that the Director shall make the necessary determination, this authority is apparently reserved to him and a specific delegation is, therefore, required. Your proposed paper would appear to be appropriate for this purpose, although in paragraph 4 the words "or mandatory" should be inserted after the word "scheduled" to make quite clear that the statutory extension is also provided for.

LRHouston

*Re file  
May 68*

EO/OP

D/Pers

This memo had been reviewed by Larry Houston in draft. His routing sheet response is attached and the final paper now includes the suggestion Houston made in his last sentence.

STATINTL DD/Pers/SP [REDACTED]